California National Guard
Education Assistance Award Program (CNG EAAP)

Hosted by: The California Student Aid Commission (Commission)

"Making Education Beyond High School Financially Accessible To All Californians"

Presented by: Katrina Beck, Program Coordinator

CALIFORNIA STUDENT AID COMMISSION

Background

California Education Code (CEC) Sections 69999.10 - 69999.30

California Code of Regulations (CCR) subsection 30730 - 30738

The California National Guard Education Assistance Award Program (CNG EAAP) is a State-funded grant designed as an educational incentive to improve skills, competencies, and abilities for up to 1,000 service members (as the budget allows) who remain active in the National Guard, the State Military Reserve, or the Naval Militia. This grant is not based on financial need. We do not use EFC to determine the award amount.

Through an Interagency Agreement, the California National Guard (CNG) gave the California Student Aid Commission (Commission) the authority to process and disburse the award checks.

Academic Year (AY) goes from July 1 to June 30 and includes any classes that start during that timeframe.

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Purpose of Training

Today's training will provide instructions and procedures to successfully administer the program through the WebGrants System.

This includes instructions regarding

- Cost of Attendance
- Enrollment verification (number of units attending)
- Payment disbursement

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Eligibility Requirements

The CNG EAAP coordinator verifies that the service member meets certain eligibility requirements before we accept the service member into the CNG EAAP.

You will need to verify that the student meets the following requirements:

- The CNG EAAP cannot be used to obtain a certificate, degree, or diploma currently held.

- Participants must maintain a minimum of a 2.0 cumulative grade point average (GPA).

  The cumulative GPA is verified when the participants renew for the following academic year before enrollment information can be entered.

<u>We do not require that a student maintain SAP to receive a CNG EAAP award check. Renewal students do not have to complete a FAFSA.</u>

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Eligibility Requirements

- Participants must maintain enrollment in a minimum of three (3) academic units per term at a qualifying institution.

- Participants cannot receive a Cal Grant award check in the same academic year they receive a CNG EAAP award check.

- The CNG EAAP does not prohibit students from receiving other awards/grants/scholarships (other than the Cal Grant), but students are advised that those other awards/grants/scholarships may not allow the student to receive them and the CNG EAAP.

For example, the Middle Class Scholarship (MCS) does not allow students to receive the CNG EAAP and the MCS. The institution must determine if the student can receive school grants (like the State University Grant) and the CNG EAAP simultaneously based on the rules of the school grants. If the student can receive both, the amount paid by the grant must be subtracted from the original Cost of Attendance.

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Award Amounts

The maximum award amount at a California Community College is the equivalent of a Cal Grant B per academic year.

The award amount for the 2017-18 academic year is

- $1,672 per academic year
- $836 per semester
- $557 per quarter

The maximum award amount for at a California State University is the equivalent of the Cal Grant A amount for the CSU per academic year.

The award amount for the 2016-17 academic year is

- $5,742 per academic year
- $2,871 per semester or $1,914 per quarter

The maximum award amounts for the University of California and California private institutions are equal to the Cal Grant A award amounts for the UC per an academic year.

The award amount for the 2016-17 academic year is

- $12,630 per academic year
- $6,315 per semester or $4,210 per quarter

These amounts are subject to change if budgetary revisions are made.

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Award Amounts cont.

Graduate study students can receive an additional stipend of up to $500 per AY.

The $500 for graduate studies does not come separately but is added on to the initial maximum award amount per year to create a higher maximum award amount.

For example, someone attending at UC Davis would be eligible for up to $13,130 per AY or a maximum of $6,565per semester or $4,376 per quarter.

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Cost of Attendance

Cost of Attendance (COA) refers to the student budget at the qualifying institution for the participant to include tuition, fees, housing, food, books, transportation and personal expenses for the year. It may also include an allowance for the rental or purchase of a computer, child care or other dependent care costs and additional expenses for students with disabilities not already covered. COA is specific to each term (quarter or semester). *Cost of Attendance should be adjusted for any waiver of, or reduction in, tuition and fees (such as the BOG waiver, the UC Blue and Gold Opportunity plan, or, if the student is allowed by the institution to receive both, the State University Grant).*

VEB means any federal educational benefits for veterans. This includes, but is not limited to:

- Chapter 31, the Vocational Rehabilitation and Employment (VR&E) Program;
- Chapter 1607, the Reserve Educational Assistance (REAP) Program;
- Chapter 32, the Post-Vietnam Veterans Educational Assistance Program (VEAP);
- Chapter 1606, the Montgomery GI Bill for Selected Reserve (MG-SR);
- Chapter 30, the Montgomery GI Bill for Active Duty (MG-AD);
- Chapter 35, the Survivors' and Dependents' Educational Assistance Program (DEA);
- Chapter 33, the Post-9/11 GI Bill and the "Yellow Ribbon Program";
- The Marine Gunnery Sergeant John David Fry Scholarship; and
- Federal Tuition Assistance (FTA)

Calculating Award Amounts

A participant's award amount equals the term-specific Cost of Attendance (COA) minus any federal educational benefits for veteran's (VEB), up to the maximum amount allowed by the State's Annual Budget Act.

The CNG EAAP is meant to pay after other benefits, including federal educational benefits for veterans (VEB).
There is some misunderstanding that all State benefits pay out before Post 9/11 benefits. United States Code, Title 38, Part III, Sec. 3313 (38 USC Sec.3313) states that a student receiving the Post-9/11 G.I. Bill (also known as Ch. 33) receives their Post-9/11 benefits only after subtracting "any scholarship, or other Federal, State, institutional, or employer-based aid or assistance …that is provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees."

The CNG EAAP payments are "to be used toward education related expenses" and the award checks are payable to the student, which allows the CNG EAAP to pay out after VEB.

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Other Financial Aid

The CNG EAAP is not based on financial need.

CNG EAAP participants are informed that, if they are receiving benefits based on financial need, receiving the CNG EAAP could cause a reduction in their eligibility for those financial need-based awards. They are advised to check with their financial aid counselor to see if there will be a conflict.

Student loans are not to be taken into consideration when awarding or disbursing the CNG EAAP. Loans should not be included in the COA. One of the purposes of the CNG EAAP is to help students avoid having to take out loans or to repay loans they had to take out for the semester. The student has the option of applying any CNG EAAP funds to student loans, but it can be used to cover other areas of the student's COA, such as books, housing, or transportation.

- *Cost of Attendance should be adjusted for any waiver of, or reduction in, tuition and fees (such as the BOG waiver, the UC Blue and Gold Opportunity plan, or, if the student is allowed by the institution to receive both, the State University Grant).*

Award Checks

Award checks are mailed to the institution for disbursement so that the institution can verify at the time of disbursement that:

the student is still attending a minimum of 3 units,
the student is not receiving any Cal Grant award checks,
and the award amount is still accurate.

This also allows the institution to determine if receiving the CNG EAAP impacts any financial-need based programs that would need to be adjusted or returned.

Getting Started with WebGrants

Log on to:

http://webgrants.csac.ca.gov/common/logon.aspx

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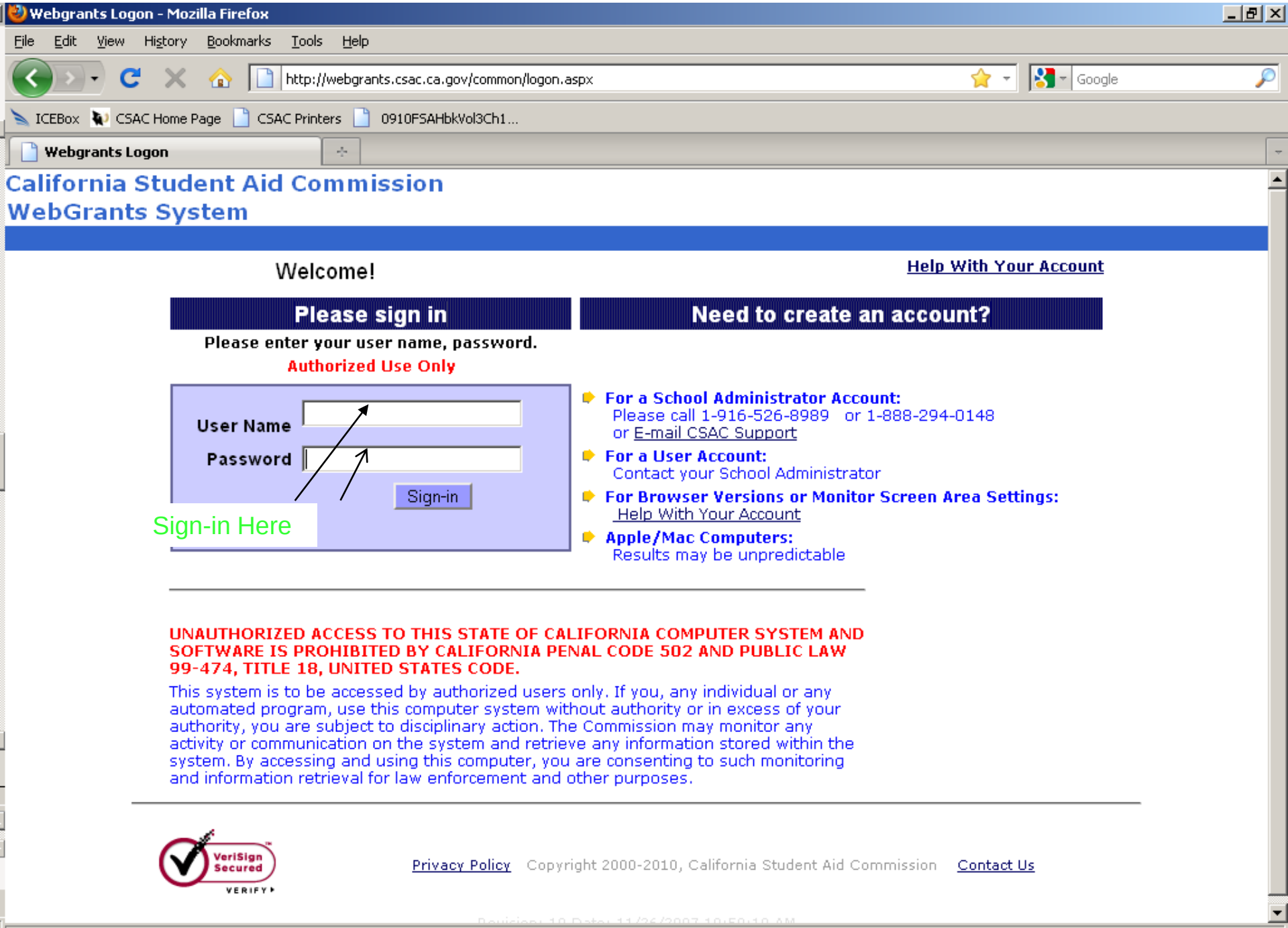
Webgrants Logon - Mozilla Firefox
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http://webgrants.csac.ca.gov/common/logon.aspx
Google
ICEBox CSAC Home Page CSAC Printers 0910FSAHbkVol3Ch1...
Webgrants Logon
California Student Aid Commission
WebGrants System
Welcome!
Help With Your Account
Please sign in
Need to create an account?
Please enter your user name, password.
Authorized Use Only
User Name
Password
Sign-in
Sign-in Here
For a School Administrator Account:
Please call 1-916-526-8989 or 1-888-294-0148
or E-mail CSAC Support
For a User Account:
Contact your School Administrator
For Browser Versions or Monitor Screen Area Settings:
Help With Your Account
Apple/Mac Computers:
Results may be unpredictable
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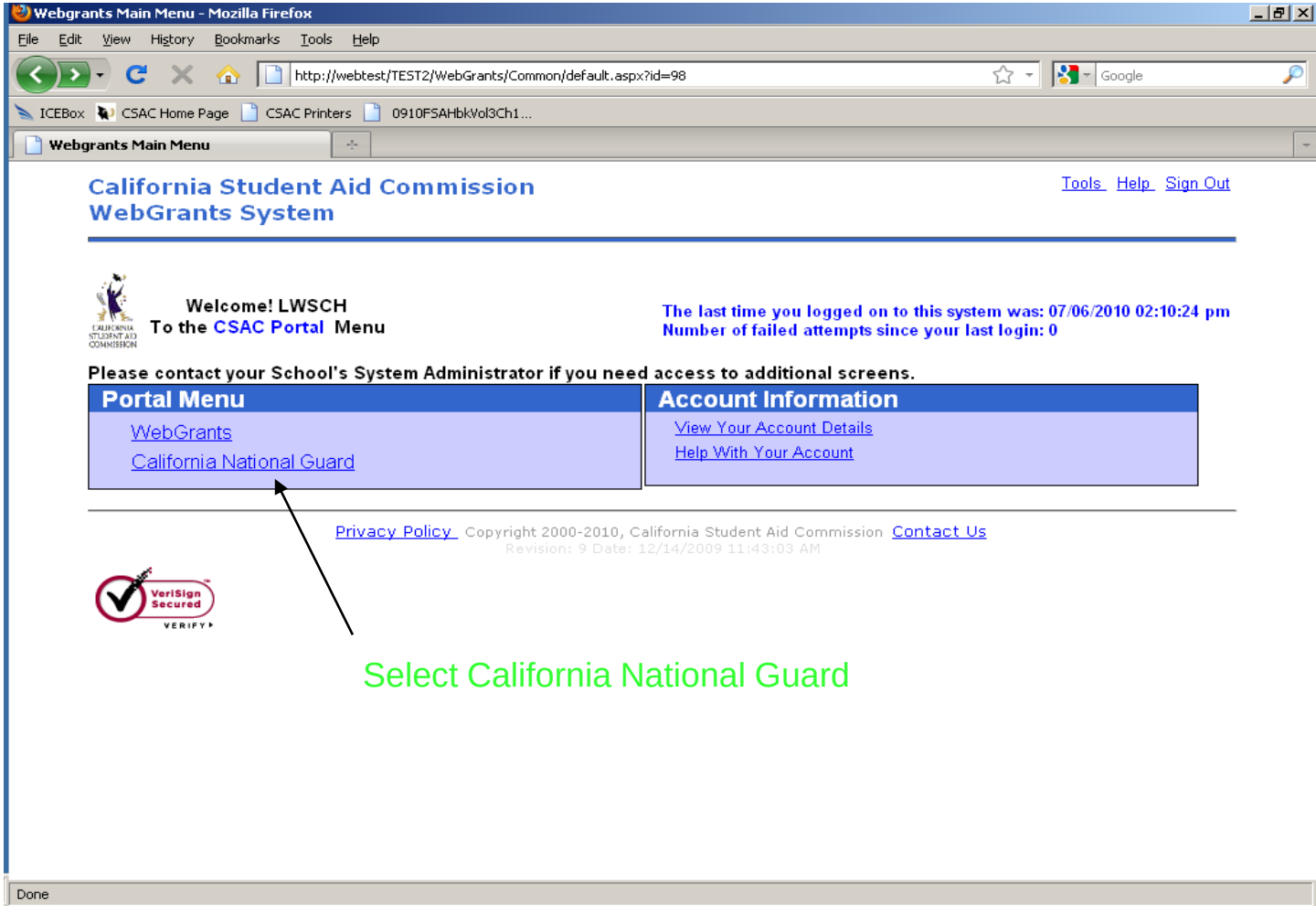
Getting Started-Accessing EAAP

As illustrated below, the user will be directed to the Portal Menu Screen. Select the California National Guard link.



Select California National Guard

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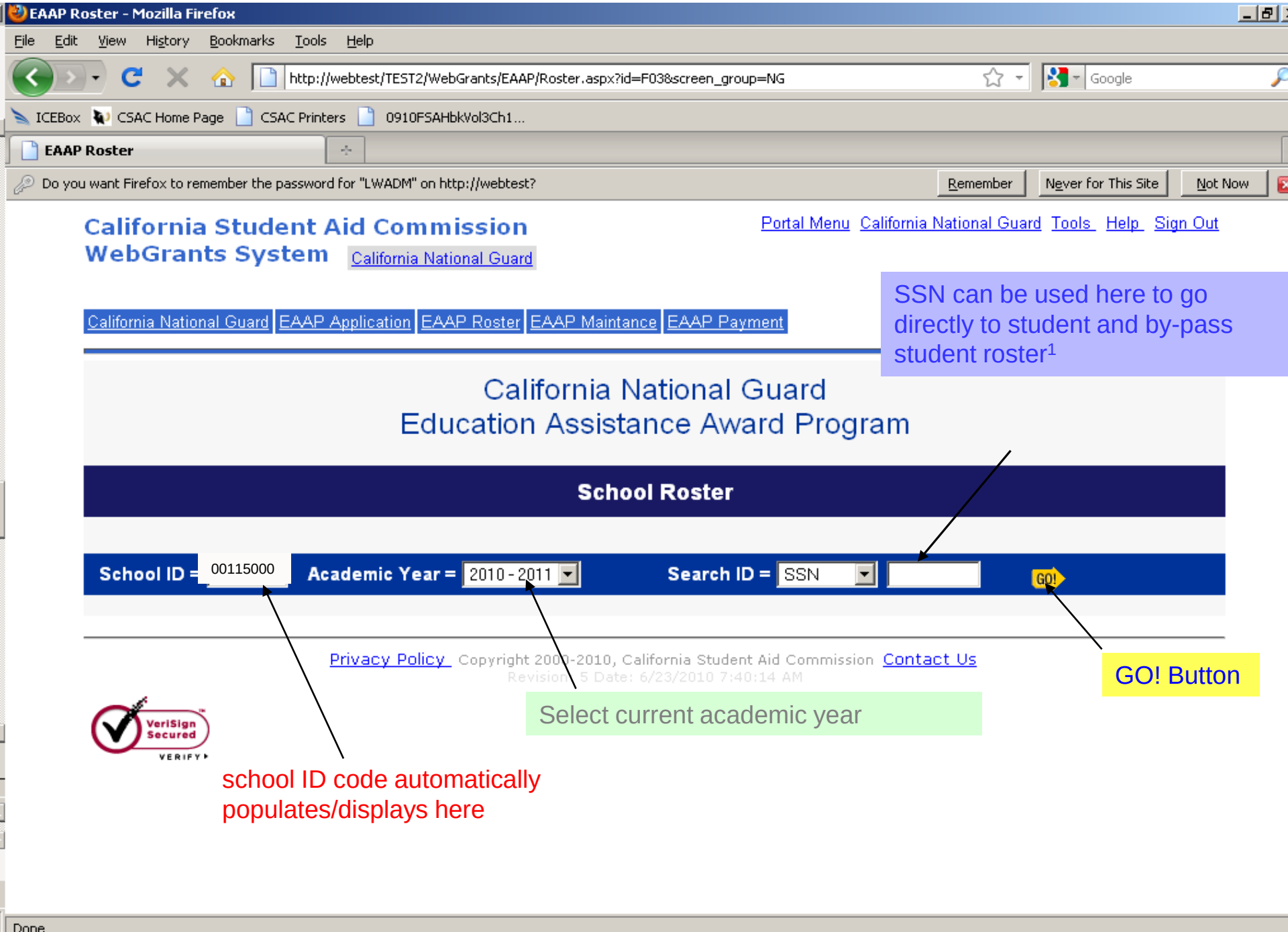
EAAP Roster - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://webtest/TEST2/WebGrants/EAAP/Roster.aspx?id=F03&screen_group=NG
ICEBox CSAC Home Page CSAC Printers 0910FSAHbkVol3Ch1...
EAAP Roster
Do you want Firefox to remember the password for "LWADM" on http://webtest?
Remember Never for This Site Not Now
California Student Aid Commission
WebGrants System
California National Guard
Portal Menu California National Guard Tools Help Sign Out
California National Guard EAAP Application EAAP Roster EAAP Maintance EAAP Payment
SSN can be used here to go directly to student and by-pass student roster[1]
California National Guard
Education Assistance Award Program
School Roster
School ID = 00115000
Academic Year = 2010 - 2011
Search ID = SSN
GO!
Privacy Policy Copyright 2000-2010, California Student Aid Commission Contact Us
Revision 5 Date: 6/23/2010 7:40:14 AM
VeriSign Secured
VERIFY
GO! Button
Select current academic year
school ID code automatically populates/displays here
Done

California Student Aid Commission
WebGrants System California National Guard

Portal Menu | California National Guard | Tools | Help | Sign Out

California National Guard | EAAP Application | EAAP Roster | EAAP Maintance | EAAP Payment

California National Guard
Education Assistance Award Program

School Roster

CSU Sacramento

School ID = 00115000 | 2009 - 2010 | Search ID = SSN | GO!

CSAC ID

Active or Inactive in program

Roster Summary List

SSN	CSAC ID	Last Name	First Name	DOB	New / Renewal	Remaining Eligibility	Roster Status
123456789	10000000	Smith	John	01/01/1982	N	400.00%	Inactive
987654321	10000001	Williams	Shawn	01/05/1993	R	75.00%	Active
548796310	10000005	Andrews	William	01/02/1991	N	400.00%	Active

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Revision: 6 Date: 7/7/2010 10:58:28 AM

Select Participant

R for Renewal
N for New Participant

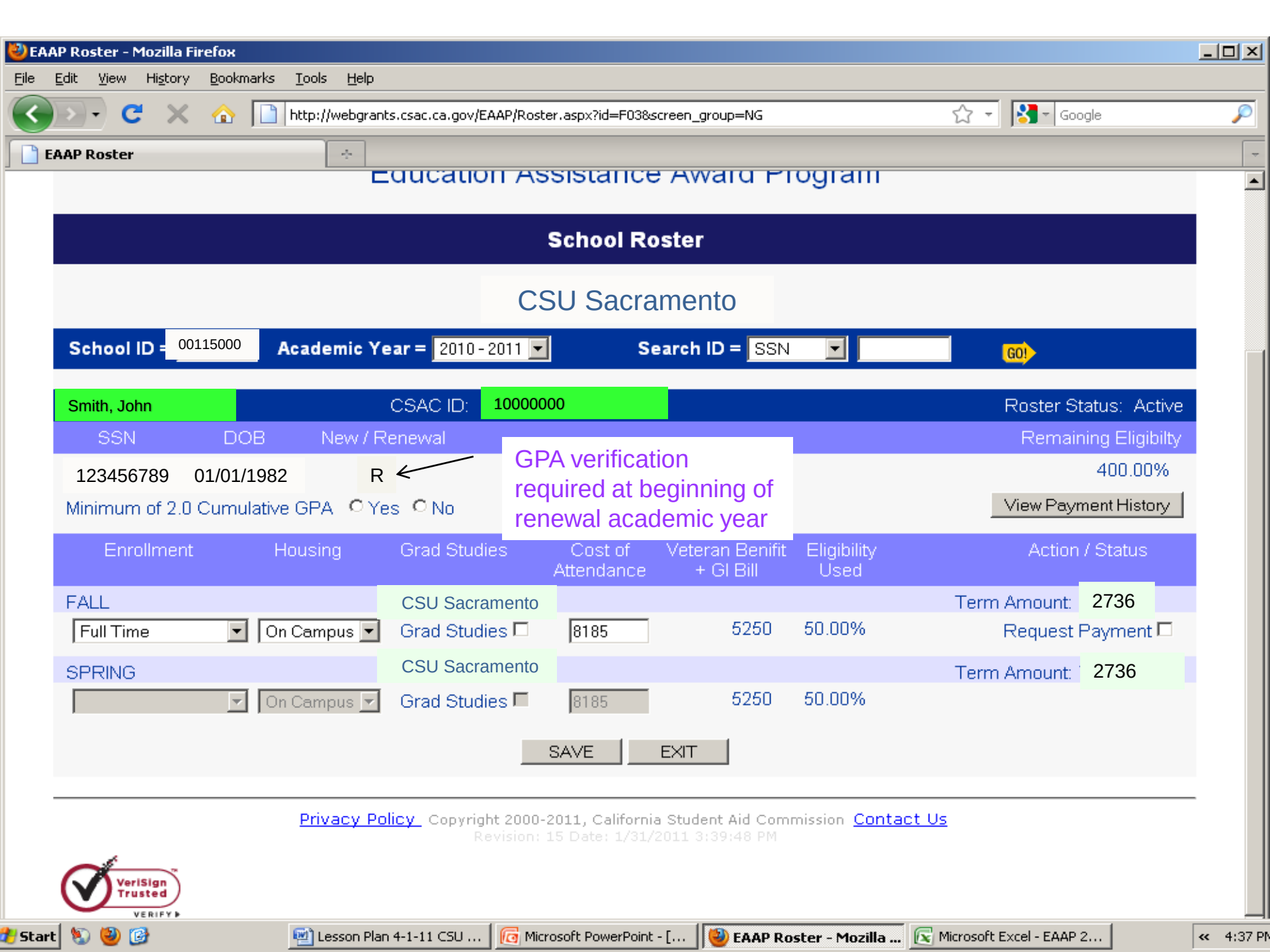
Remaining program eligibility

Notes for previous slide

This slide lists remaining eligibility for each participant. Each participant starts out with 4 full-time years worth of eligibility, or 400 percent. A person who has 400 percent eligibility has not been issued any award checks.

If a participant has less than 100 percent eligibility remaining, then they have less than one full-time year's worth of eligibility remaining.

If a participant is Inactive, they are either on a Hold for the academic year pending additional information or have been withdrawn from the program.


EAAP Roster - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://webgrants.csac.ca.gov/EAAP/Roster.aspx?id=F03&screen_group=NG
EAAP Roster
Education Assistance Award Program
School Roster
CSU Sacramento
School ID = 00115000
Academic Year = 2010 - 2011
Search ID = SSN
GO!
Smith, John
CSAC ID: 10000000
Roster Status: Active
SSN DOB New / Renewal
Remaining Eligibilty
123456789 01/01/1982 R
400.00%
Minimum of 2.0 Cumulative GPA Yes No
View Payment History
GPA verification required at beginning of renewal academic year
Enrollment Housing Grad Studies Cost of Attendance Veteran Benifit + GI Bill Eligibility Used Action / Status
FALL
CSU Sacramento
Term Amount: 2736
Full Time
On Campus
Grad Studies
8185
5250
50.00%
Request Payment
SPRING
CSU Sacramento
Term Amount: 2736
On Campus
Grad Studies
8185
5250
50.00%
SAVE
EXIT
Privacy Policy
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Contact Us
Revision: 15 Date: 1/31/2011 3:39:48 PM
VeriSign Trusted
VERIFY
Start
Lesson Plan 4-1-11 CSU ...
Microsoft PowerPoint - [...
EAAP Roster - Mozilla ...
Microsoft Excel - EAAP 2...
4:37 PM

Notes for previous slide

Participants must submit renewal paperwork to indicate that they will continue in the program for the following academic year. These become available at https://calguard.ca.gov/education/ on January 15 and must be submitted by June 1 to the CNG EAAP Coordinator at the California National Guard Headquarters.

Before we can release any award checks for the new academic year, the renewal student's Cumulative Grade Point Average (GPA) must be verified to meet the requirement of being a 2.0 or greater as of the last term attended for the previous academic year.

If a student falls below the required 2.0 in the fall term but raises their grades during the spring term back up to the 2.0, they would be qualified to continue in the CNG EAAP.

Enrollment Data

Each term, the institution will enter or update:

- the student's enrollment status
  - 12+ units
  - 9.0-11.99 units
  - 6.0-8.99 units
  - 3.0-5.99 units
  - Less than 3 units
  - Not enrolled
- the student's housing status
  - On Campus
  - Off Campus
  - With Parents
- whether the student is in graduate studies or higher *(community colleges are unable to make this selection)*
- the student's **term-specific** Cost of Attendance (COA) for the participant.

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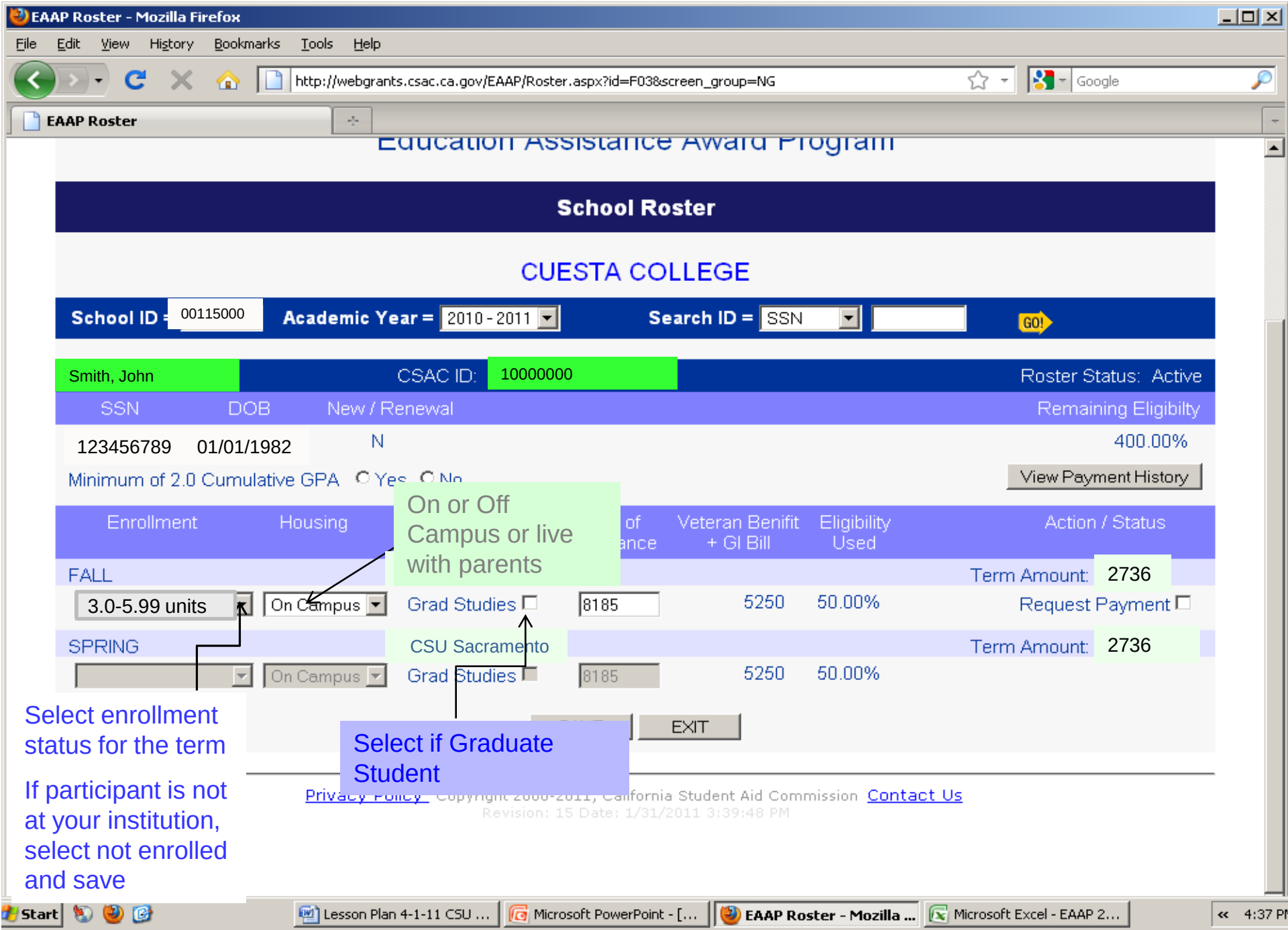
EAAP Roster - Mozilla Firefox
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http://webgrants.csac.ca.gov/EAAP/Roster.aspx?id=F03&screen_group=NG
EAAP Roster
Education Assistance Award Program
School Roster
CUESTA COLLEGE
School ID = 00115000
Academic Year = 2010 - 2011
Search ID = SSN
GO!
Smith, John
CSAC ID: 10000000
Roster Status: Active
SSN DOB New / Renewal
Remaining Eligibilty
123456789 01/01/1982
N
400.00%
Minimum of 2.0 Cumulative GPA Yes No
View Payment History
Enrollment
Housing
Veteran Benifit + GI Bill
Eligibility Used
Action / Status
FALL
Term Amount: 2736
3.0-5.99 units
On Campus
Grad Studies
8185
5250
50.00%
Request Payment
SPRING
Term Amount: 2736
On Campus
Grad Studies
8185
5250
50.00%
EXIT
On or Off Campus or live with parents
CSU Sacramento
Select enrollment status for the term
If participant is not at your institution, select not enrolled and save
Select if Graduate Student
Privacy Policy
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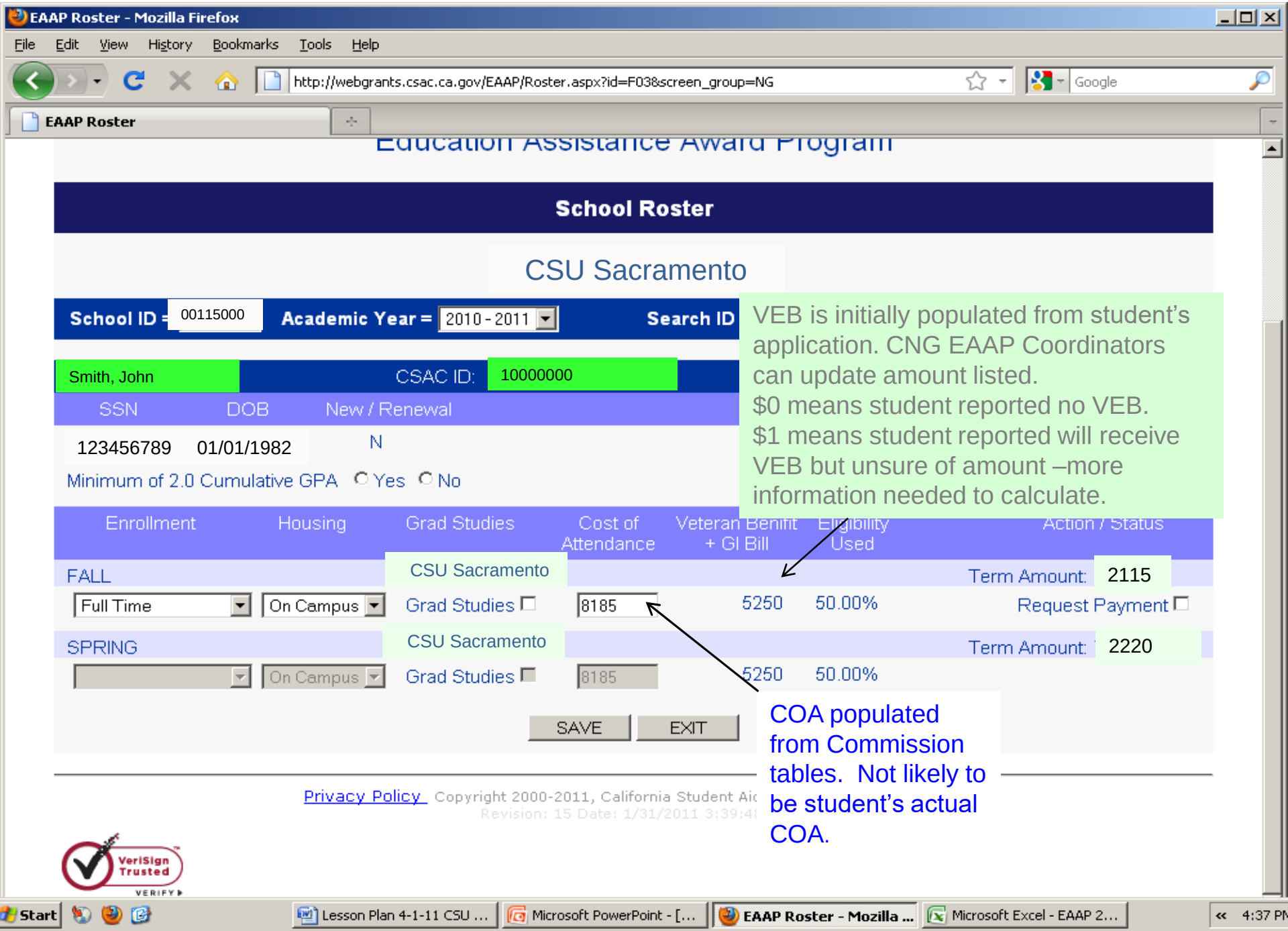
Contact Us
Revision: 15 Date: 1/31/2011 3:39:48 PM
Start
Lesson Plan 4-1-11 CSU ...
Microsoft PowerPoint - [...
EAAP Roster - Mozilla ...
Microsoft Excel - EAAP 2...
4:37 PM


EAAP Roster - Mozilla Firefox
File Edit View History Bookmarks Tools Help
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EAAP Roster
Education Assistance Award Program
School Roster
CSU Sacramento
School ID = 00115000
Academic Year = 2010 - 2011
Search ID
Smith, John
CSAC ID: 10000000
SSN DOB New / Renewal
123456789 01/01/1982 N
Minimum of 2.0 Cumulative GPA Yes No
Enrollment Housing Grad Studies Cost of Attendance Veteran Benifit + GI Bill Eligibility Used Action / Status
FALL
CSU Sacramento
Term Amount: 2115
Full Time
On Campus
Grad Studies
8185
5250
50.00%
Request Payment
SPRING
CSU Sacramento
Term Amount: 2220
On Campus
Grad Studies
8185
5250
50.00%
SAVE
EXIT
Privacy Policy
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Revision: 15 Date: 1/31/2011 3:39:4
VeriSign Trusted
VERIFY
VEB is initially populated from student's application. CNG EAAP Coordinators can update amount listed.
$0 means student reported no VEB.
$1 means student reported will receive VEB but unsure of amount –more information needed to calculate.
COA populated from Commission tables. Not likely to be student's actual COA.
Start
Lesson Plan 4-1-11 CSU ...
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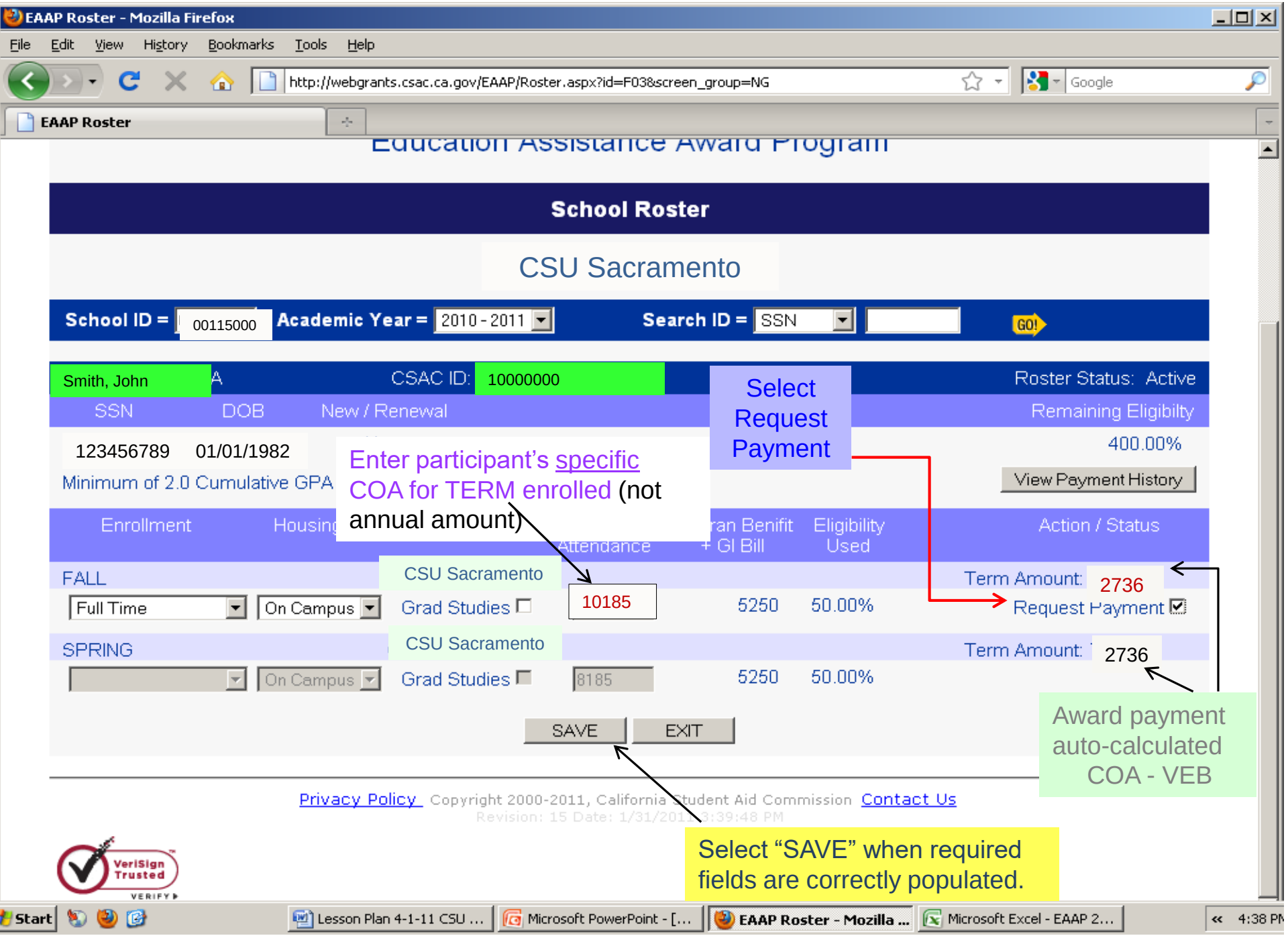
EAAP Roster - Mozilla ...
Microsoft Excel - EAAP 2...
4:37 PM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File Edit View History Bookmarks Tools Help
http://webgrants.csac.ca.gov/EAAP/Roster.aspx?id=F03&screen_group=NG
EAAP Roster
Education Assistance Award Program
School Roster
CSU Sacramento
School ID = 00115000
Academic Year = 2010 - 2011
Search ID = SSN
GO!
Smith, John A
CSAC ID: 10000000
Roster Status: Active
SSN DOB New / Renewal
Remaining Eligibilty
123456789 01/01/1982
400.00%
Minimum of 2.0 Cumulative GPA
View Payment History
Enrollment
Housing
Attendance
+ GI Bill
Eligibility Used
Action / Status
FALL
CSU Sacramento
Full Time
On Campus
Grad Studies
10185
5250
50.00%
Term Amount: 2736
Request Payment
SPRING
CSU Sacramento
On Campus
Grad Studies
8185
5250
50.00%
Term Amount: 2736
SAVE
EXIT
Select Request Payment
Enter participant's specific COA for TERM enrolled (not annual amount)
Award payment auto-calculated COA - VEB
Select "SAVE" when required fields are correctly populated.
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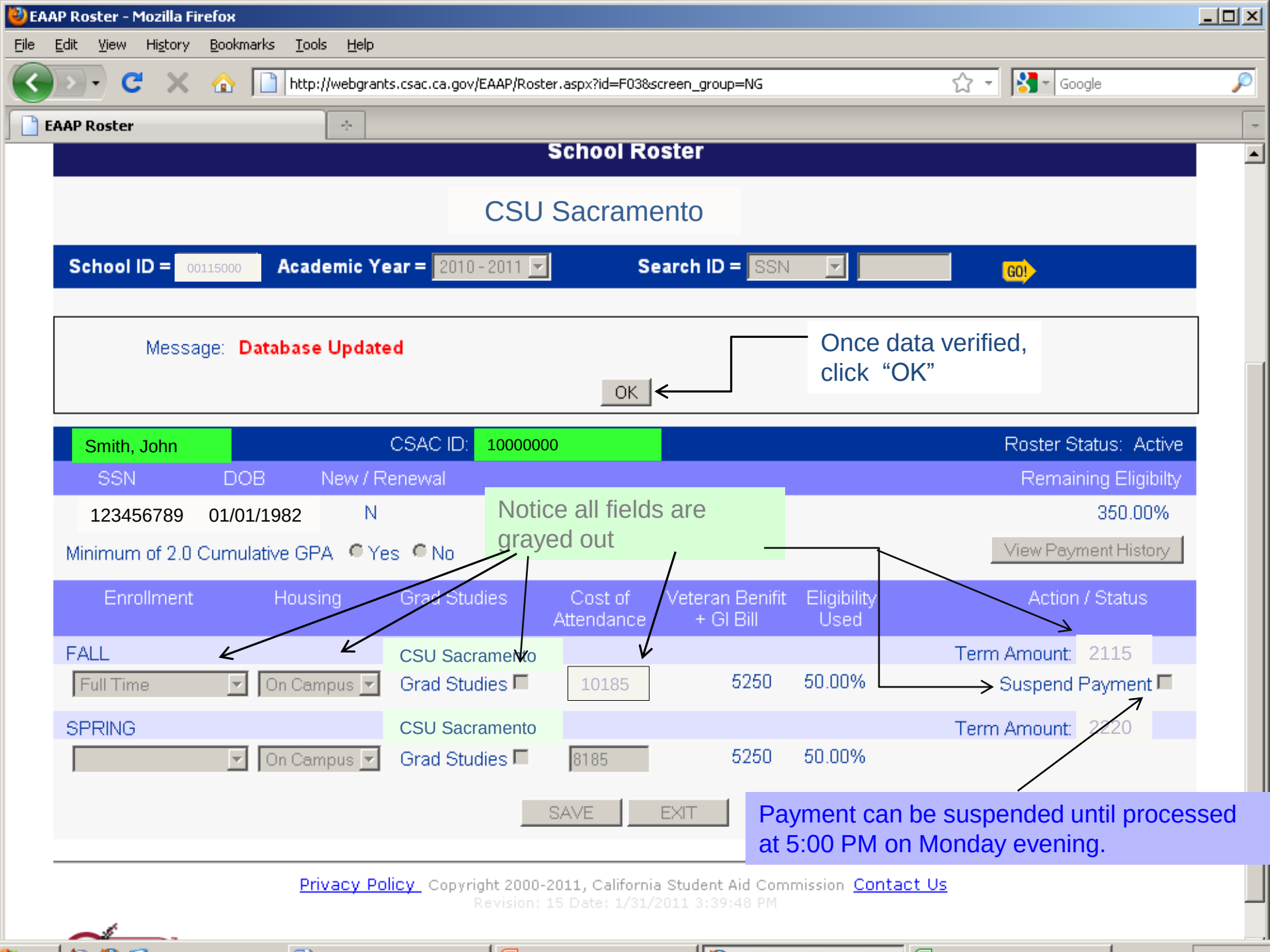
Contact Us
VeriSign Trusted
Start
Lesson Plan 4-1-11 CSU ...
Microsoft PowerPoint - [...
EAAP Roster - Mozilla ...
Microsoft Excel - EAAP 2...
4:38 PM


EAAP Roster - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://webgrants.csac.ca.gov/EAAP/Roster.aspx?id=F03&screen_group=NG
EAAP Roster
School Roster
CSU Sacramento
School ID = 00115000
Academic Year = 2010 - 2011
Search ID = SSN
GO!
Message: Database Updated
OK
Once data verified, click "OK"
Smith, John
CSAC ID: 10000000
Roster Status: Active
SSN DOB New / Renewal
Remaining Eligibilty
123456789 01/01/1982 N
350.00%
Minimum of 2.0 Cumulative GPA Yes No
Notice all fields are grayed out
View Payment History
Enrollment Housing Grad Studies Cost of Attendance Veteran Benifit + GI Bill Eligibility Used Action / Status
FALL
CSU Sacramento
Term Amount: 2115
Full Time
On Campus
Grad Studies
10185
5250
50.00%
Suspend Payment
SPRING
CSU Sacramento
Term Amount: 2220
On Campus
Grad Studies
8185
5250
50.00%
SAVE
EXIT
Payment can be suspended until processed at 5:00 PM on Monday evening.
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Contact Us
Revision: 15 Date: 1/31/2011 3:39:48 PM

EAAP Roster - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://webgrants.csac.ca.gov/EAAP/Roster.aspx?id=F03&screen_group=NG

EAAP Roster

Education Assistance Award Program

School Roster

CSU Sacramento

School ID = 00115000 Academic Year = 2010 - 2011 Search ID = SSN GO!

Smith, John	CSAC ID: 10000000	Roster Status: Active

SSN	DOB	New / Renewal	Remaining Eligibilty
123456789	01/01/1982	N	350.00%

Minimum of 2.0 Cumulative GPA ○ Yes ○ No

View Payment History

Enrollment	Housing	Grad Studies	Cost of Attendance	Veteran Benifit + GI Bill	Eligibility Used	Action / Status
FALL		CSU Sacramento				Term Amount: 2736
Full Time	On Campus	Grad Studies ☐	10185	5250	50.00%	Processing
SPRING		CSU Sacramento				Term Amount: 2736
	On Campus	Grad Studies ☐	8185	5250	50.00%	

SAVE EXIT

After 5:00 PM on Monday, warrant is in the process of issuance

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VeriSign Trusted VERIFY

EAAP Disbursements

After the Commission receives the award checks from the State Controller's Office, the Commission will send the award checks to the institution along with a copy of the Disbursement Roster Guidelines and a Disbursement Roster.

Once the check is mailed, the student's Action/Status in Web Grants that previously read "**Processing**" will be changed to show the "**Payment Disbursed**" box. This box should not be checked until the award check has been received at the institution and handed over to the student.

Once the institution has received the CNG EAAP award checks, contact the participants to inform them that their check is ready for pick up.[1] If your institution has a special processing policy, let the student know how long the processing time will take.

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[1]If you do not hear back from the participant after a month, e-mail me and I will contact the participant and let you know whether the participant will be coming in to pick up the check or if the check should be sent back to the Commission.

Disbursing an EAAP Payment, cont.

Before disbursing the payment to the participant, the institution must verify that the participant has not received a Cal Grant payment and is currently enrolled in a minimum of 3 units (or, if the term has finished, the participant must have completed the term with a minimum of 3 units).

If the participant attends a spring term from January to May but ceases to be an active member in April, that participant is not eligible for the spring award check whether they received the award check in February or in May.

If there are changes to the Cost of Attendance but the award amount for the term is not affected by these changes, the payment is ***released to the student.***

Once the payment has been disbursed, you will need to complete and return the disbursement roster that was attached to the check. The best way to do this is to scan and e-mail them to the e-mail address at the end of this presentation.

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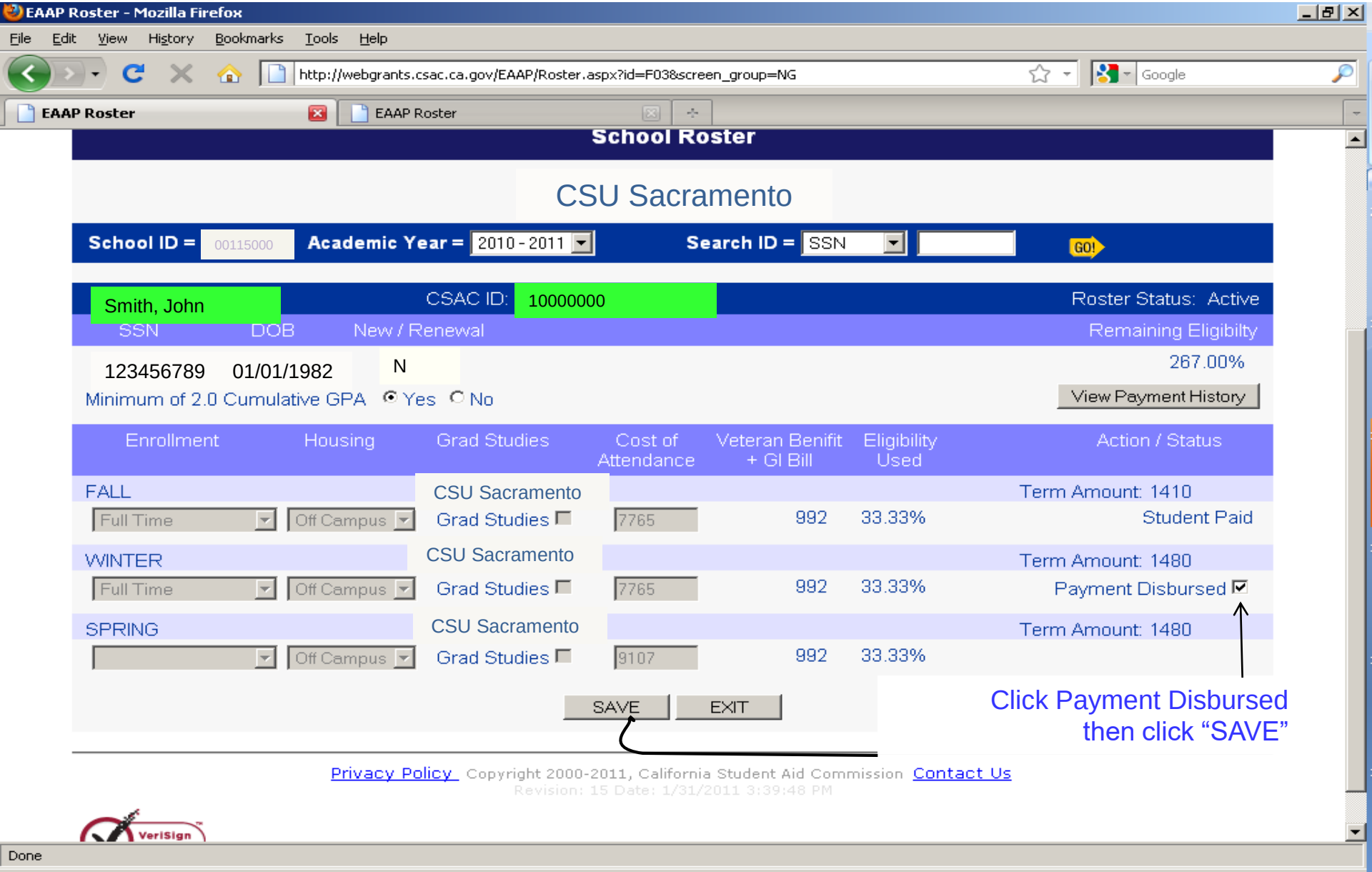
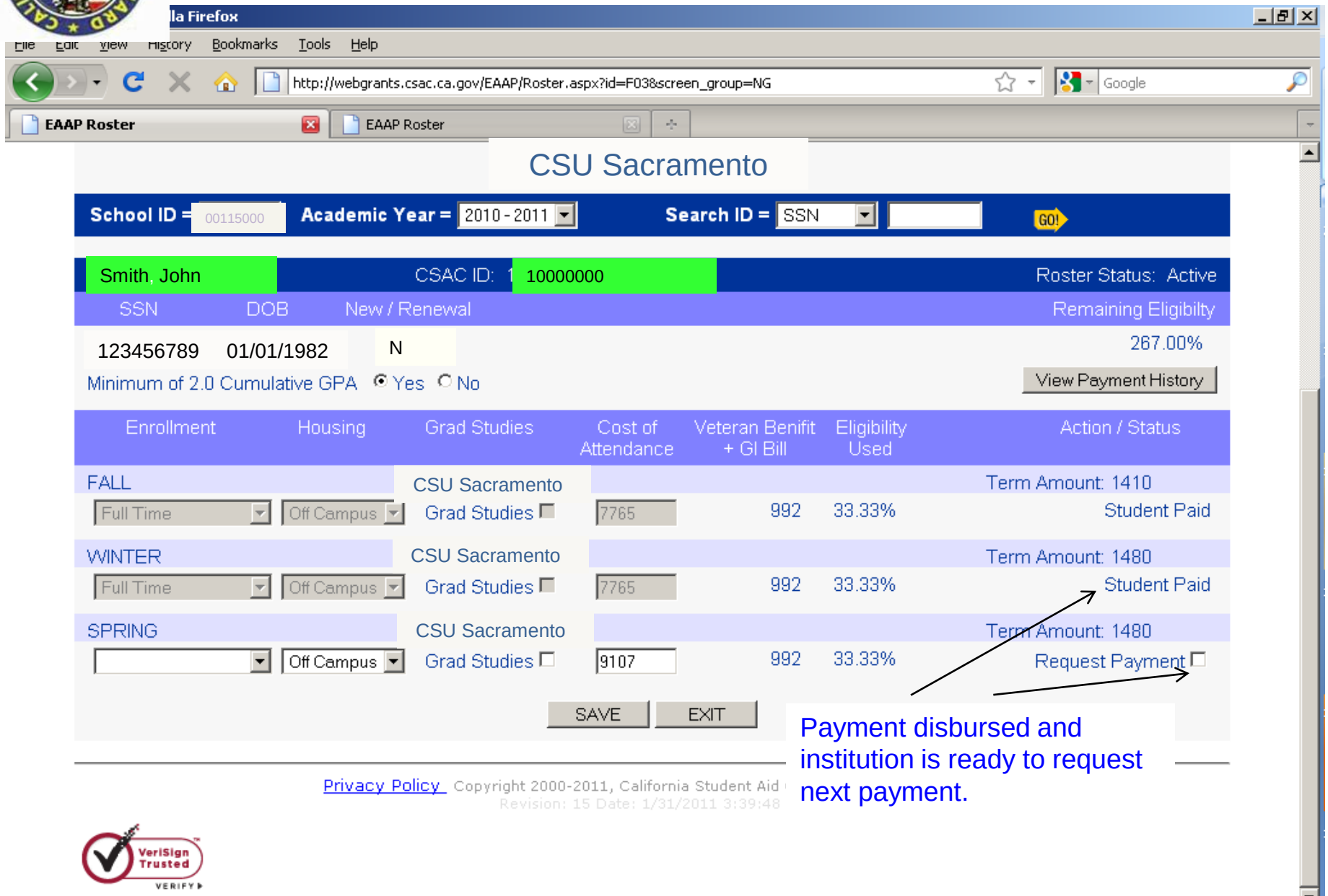
Disbursing Payments (Quarter Term Displayed)



Disbursing Payments



Returning an EAAP Award Check

If the payment/check needs to be returned, follow the instructions on the disbursement guidelines and complete the disbursement roster.

Do not request the next term's payment until the prior term's payment has been disbursed to the student or enrollment status has been updated to show a leave of absence.

If a school requests the next payment while another payment for the same academic year is still processing, it creates system problems and delays future payments/checks. You should not be allowed to request the next term's award check until the open one has been closed, but WG sometimes allows this to happen.

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Why do I need to return the disbursement roster and mark the check as disbursed in WebGrants? Isn't doing one enough?

- While these seem like the same step, they have two different purposes.
- We need the disbursement roster returned to us for auditing purposes. The form has space for you, the institution contact, to send us updated information regarding the Cost of Attendance, the VEB, and enrollment status. It also provides us useful information regarding graduate studies and summer term enrollment.
    - Marking the check as disbursed in WebGrants opens up the next term. Then, the enrollment information can be entered and that payment requested for that term.

      Generally, I will contact you a month after the check has been mailed to verify it has been received and disbursed to the student. This is to ensure you are not having problems contacting the student and that the check has not been misdirected or lost. If it is lost, we are able to request a stop payment earlier rather than delaying payments further.

Contact Information

You send an e-mail to the CNG EAAP Coordinators at

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Or by phone

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